



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



OCIO Directive 2006-011

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To: Assistant Secretaries
Heads of Bureaus and Offices

From: W. Hord Tipton
Chief Information Officer

Subject: Data Standardization Procedures

Purpose:

This directive issues the attached Department of the Interior (DOI) data standardization procedures for the development and adoption of DOI data standards.

Background:

DOI relies on accurate, timely, and quality data resources in order to accomplish its many and diverse missions. A key factor showing the effectiveness of DOI is the ability to share and exchange data throughout the Department and with external organizations.

Traditional stovepipe development of systems and lack of coordination between organizations creates redundant data or similar data that is difficult and costly to reconcile, translate and share. Since considerable fiscal and work force resources are expended in the collection, processing, and storage of data, DOI must treat information and data as resources that need to be managed effectively.

The attached data standardization procedures provide a mechanism towards achieving better understanding of DOI data and an increase in the effectiveness of data exchanges.

Requirement:

These procedures are necessary to support the DOI data resource management policy, Part 378 of the Department Manual. The basic outcome of the implementation and use of these procedures is a significant improvement in the ability of the DOI to share data, within and among DOI organizations, and with external partners.

It is the policy of the DOI to use the attached data standardization procedures to:

- Improve the way an organization uses data by defining data structuring rules and standards consistent with the DOI data standardization procedures, planning for

the efficient use of data, and coordinating data definitions and structures among organizational components.

- Reuse applicable external data standards developed from standards bodies at Federal, national, and international levels before creating DOI data standards or using common commercial practices. This includes but is not limited to the reuse of federally mandated standards under Federal authoritative directives such as Executive Orders, or Office of Management and Budget (OMB) circulars.
- Promote the standardization and adoption of data elements in DOI in a manner consistent with requirements for sharing data among DOI Executive Sponsors, the Heads of DOI organizational components, with other Government agencies (Federal and state), and private organizations.
- Ensure all IT investments and data acquisition complies with approved DOI data standards published in the DOI Data Reference Model (DRM).

Scope:

The data standardization procedures apply to and include:

- Work pertaining to information and data performed by DOI organizational components, consultants, contractors, universities, private sector organizations, and other Government (Federal, state, and local) agencies in planning, developing, and maintaining information systems funded by and/or for the DOI.
- All DOI bureaus and offices under the conditions specified in the DOI Policy for Data Resource Management.
- Information systems components of DOI Automated Information System (AIS) development, modification, and integration efforts.
- Geospatial and non-geospatial data as well as data in Commercial Off-The-Shelf (COTS) packages.
- The data requirements for all DOI lines of business and E-government initiatives.

Contact:

If you have any questions, please contact me at 202-208-6194. Staff may contact Ms. Suzanne Acar, Office of the Chief Information Officer at 202-208-3216 or e-mail: suzanne_acar@ios.doi.gov.

Attachment

cc: Bureau Chief Information Officers
Bureau Chief Finance Officers
Chief Procurement Officers
Data Advisory Committee